



## **Annual Report 2020**

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<b>Glossary of Terms</b>	
AIM	<b>Access and Inclusion Model;</b> AIM is a model of supports designed to ensure that children with disabilities can access the ECCE Programme in mainstream pre-school settings
CCSP	<b>Community Childcare Subvention Plus Programme;</b> under CCSP disadvantaged parents and parents in training, education or low-paid employment can avail of childcare at reduced rates. The subvention is available to children going to a participating Tusla registered community childcare service. Disadvantaged parents and parents in training, education or low-paid employment can avail of childcare at reduced rates.
CHICK	<b>Child Identifier Code Key;</b> a unique code received when an application for the NCS is approved
Covid 19 Capital Grant	Department funding to contribute towards the capital costs associated with the reopening of Early Learning and Care (ELC) and School Age Childcare (SAC) Services because of the easing of some of the government restrictions imposed as a result of the pandemic.
DCEDIY	<b>Department of Children, Equality, Disability, Integration and Youth</b> (formerly DCYA); its mission is to lead the effort to improve the outcomes for children and young people in Ireland.
DCYA	Department of Children and Youth Affairs (see DCEDIY)
Early Years Hive	The dedicated early years programme portal for service providers
ECCE	<b>Early Childhood Care and Education Scheme;</b> the ECCE scheme provides early childhood care and education for children of pre-school age. Children can start ECCE when they are 2 years and 8 months of age and continue until they transfer to primary school (provided that they are not older than 5 years and 6 months at the end of the pre-school year). The normal pattern for the free pre-school year is 3 hours a day, 5 days a week, over the school year. The State pays a capitation fee to participating playschools and day care services that provide a pre-school service free of charge to all children within the qualifying age range
ELC	<b>Early Learning and Care;</b> a setting providing early learning and care to children aged from birth to six years

KCCC	<b>Kildare County Childcare Committee;</b> one of 30 City and County Childcare Committees (CCCs) who operate as local agents of the DCEDIY and support the delivery of early education and childcare programmes at a local level.
NCS	<b>National Childcare Scheme;</b> the first ever statutory entitlement to financial support for childcare. It establishes an equitable and progressive system of universal and income-related subsidies for children up to the age of 15. It also provides an innovative and user-friendly online application process to access those subsidies
PIP Portal	<b>Programmes Implementation Platform (PIP) Portal;</b> an online administration system for the national DCEDIY Childcare Funding Programmes
Pobal	<b>Pobal</b> works on behalf of Government, and in conjunction with communities and local agencies, to support social inclusion and local and community development. It undertakes an oversight and financial management role with the CCCs and works collaboratively with these organisations to deliver on the DCEDIYs annual priorities.
RSP	<b>Reopening Support Payment;</b> Department funding available to ELC and SAC providers to support them in meeting the reopening guidelines, to support children to remain in ‘play pods’ to reduce the potential for COVID-19 to spread, and to meet additional staffing needs during the reopening period.
SAC	<b>School Age Childcare;</b> a centre-based service for school going children aged 4-15 years
Tusla	<b>The Child and Family Agency;</b> the dedicated State agency responsible for improving wellbeing and outcomes for children.
TWSCS	<b>Temporary Wage Subsidy Childcare Scheme;</b> a DCYA supplement to the Revenue-operated Temporary Wage Subsidy Scheme to support ELC and SAC services
TWSS	<b>Temporary COVID-19 Wage Subsidy Scheme;</b> Revenue operated the TWSS from 26 March 2020 to 31 August 2020. It enabled employees, whose employers were affected by the pandemic, to receive significant supports directly from their employer. The TWSS replaced the Employer COVID-19 Refund Scheme.

## Kildare County Childcare Committee - Company Information

Company Information	
<b><u>Address:</u></b>	Unit 21 Thompson Enterprise Centre Clane Business Park Clane Co. Kildare W91 E6NY  Tel: 045 861307  E-Mail: info@kccc.ie
<b><u>Website:</u></b>	www.kccc.ie
<b>Company Registration Number:</b>	355991
<b>Charitable Status Number:</b>	15585
<b>Registered Charity Number:</b>	20054175
<b>Revenue Employers Number:</b>	6375991Q
<b><u>Directors: (*date resigned)</u></b>	Albert Perris Edel Smyth Patricia O'Connor Kathleen Cash Terry Dignan *23.01.2020  Réiltín McCall Anthony Egan Kathryn Brennan Eilis Quinlan *25.06.2020
<b><u>Auditor:</u></b>	Keith Traynor Accountants Pinewood Lodge Courtown Little Kilcock Co. Kildare Tel: 01 6303048
<b><u>Solicitor:</u></b>	Eugene Smartt Newlands Retail Centre Newlands Cross Clondalkin Dublin 22 D22 K590  Tel: 01 4037340 Fax: 01 4037343 E-Mail: eugene@smarttlaw.com
<b><u>Bank:</u></b>	Allied Irish Bank 41 South Main Street Naas Co. Kildare Tel: 045 879136

## Chairperson's Address



Welcome to the Kildare County Childcare Committee 2020 Annual Report.

2020 proved to be an exceptional year due to the onset of the Covid-19/Coronavirus pandemic in March 2020.

Like every organisation in the Country, Kildare County Childcare Committee was required to pivot rapidly to a new model of working

to ensure our annual programme of works could be effectively implemented with minimal disruption.

A working from home protocol was introduced, policies and procedures were revised and adapted. A programme of practical and pragmatic adaptations quickly implemented. Changes to our IT infrastructure and Health and Safety practices all needed to be quickly and effectively implemented. Much of this was undertaken at a time in which demands on our services were also particularly heightened, due to the growing uncertainty, a dynamic work environment and a rapidly changing context.

All of this was done successfully, in no small part, due to the flexibility, commitment and professionalisms of our staff team. On behalf of the board of KCCC I would like to pay tribute to and thank our excellent staff team. Their hard work, dedication and flexibility throughout the year continued to enable KCCC to respond to the dynamic needs of children, parents, childcare providers and early year's educators in County Kildare at a time of great uncertainty. KCCC successfully negotiated the crisis – retaining all key services, responding to rising and changing demands, and finding new ways of working together, but apart.

Through 2020 we have continued to progress the implementation of the Charities Governance Code, and remain committed to the on-going review of our policies and procedures.

I would like to acknowledge and thank Eilis Quinlan for her many years of service to Kildare County Childcare Committee. Eilis stepped down from the board at the end of her second term. We were delighted to welcome Patricia O'Connor to the board. Patricia has many years of experience in the sector, in the community early years sector in particular, and her addition to the board will greatly enhance and strengthen the governance of KCCC.

The report that follows comprehensively details the day-to-day operations and outputs of Kildare County Childcare committee in 2020.

In closing, I would like to thank my fellow directors who continued to share their expertise, commitment and time, to support the work of KCCC throughout what has been an exceptional period. Thank you!

Sincerely,

*Albert Perris*

**Chairperson**

## **CEO Statement**



It's difficult to know where to begin my statement for our 2020 annual report. The year got off to a great start with the KCCC team holding a conference for School Aged Childcare in Barberstown Castle in February. News then began to ripple through regarding the out-break of Covid 19 in China and then Italy. In February, we developed our Covid 19 response plan in consultation with our staff and Board of Directors. So, on 12th

March 2020, when the then Taoiseach, Leo Varadkar announced that we were in a global pandemic, that schools and creches were to close, and staff were to work from home where possible, we were some-what prepared.

KCCC were well equipped to work from home and adapted very well to remote working utilising some of many online meeting platforms available, such as Zoom and Google Meet. Our internet telephone system enabled a seamless transition for services and parents to continue to contact us in the usual manner.

The key strength of any organisation is its people. In 2020 we had a number of changes to our team, with two staff resignations and three existing staff members successfully promoted to Development Officers. This staff team have been the driver behind our ability to continue

to provide a listening ear, virtual supports, advice and information to the ELC sector in Kildare throughout the challenges of the Covid 19 pandemic.

The well-being of our staff is very important to the organisation and staff were offered flexible working arrangements in order to meet the demands placed on them due to school and childcare closures with the majority of staff availing of additional parental leave. Quarterly well-being check-ins were conducted with staff and weekly staff meetings held. When restrictions allowed outdoor and safe team building events were held. A temporary remote working policy has been implemented with a view to making this a permanent option where appropriate.

By the end of March, it was announced that childcare services were to remain closed for a further 10 weeks and emergency sustainability measures were announced for the sector. A revenue operated Temporary Wage Subsidy Scheme (TWSS) and Department operated Temporary Wage Subsidy Childcare Scheme (TWSCS) were implemented. The two schemes running jointly to support services meet their wage and operating costs to ensure the reopening of vital childcare service after the 12-week closure.

KCCC supported childcare services through this process, fielding a massive volume of calls related to Covid alone. In the last two weeks of March we dealt with 139 Covid related calls, by the end of June this had increase to 1088 calls, by year end we had dealt with 1562 Covid related calls.

At the same time, we ran a number of virtual events for childcare service including two Community of Practice on Infection Control and dealing with a Covid 19 case in your service. We partnered with the Riverbank Arts Centre and ran events for parents and childcare services on music and movement and leadership skills. Virtual information workshops were facilitated on desk-top compliance to support compliance with the National Government schemes.

Our Communications strategy largely involves using online and electronic media to communicate with our target groups, who are mainly Childcare Services, including managers and childcare staff. Parents and childminders are also target groups. In 2020 we produced additional blogs for parents and focused on sharing supportive information on social media where it was relevant to do so.

In May 2020 we revamped our website. We refreshed our image, with a brightened up and mobile friendly site offering a streamlined source of information for both services and parents. It also delivers a more user-friendly experience. A new Childcare Search facility was developed to allow parents find childcare providers that closely match their specific needs, allowing them to filter the providers by area and other important services offered. We were able to identify childcare services that re-opened on 29<sup>th</sup> June to facilitate parents.

Training in Child Protection and Equality and Diversity were postponed for the remainder of 2020, however we continued to support services and parents in relation to Access and Inclusion Model and signposted services to e-learning child protection module.

KCCC is the key stakeholder in Kildare in relation to Early Learning and Care at both a local, regional and national level. We worked closely with our colleagues in Childcare Committee's Ireland, Kildare Young Peoples Children's Services Committee, Pobal, Better Start, DCYA and the National Childcare Voluntary Organisations, particularly Early Childhood Ireland, who have worked with us collaboratively throughout the year. KCCC are represented on CCI, Kildare Roma/Traveller Interagency forum, Kildare Development Workers Network, Kildare/West Wicklow Parenting Forum and Tusla Child and Family networks.

In 2020 we strengthened links with Tusla in order to establish better linkages between Childcare services and Tusla Participation, Prevention and Family Support.

We at KCCC are continuously inspired by the staff, owners and Boards of Management of Early Learning and Care services in Kildare who, every year, but this year in particular went over and above to support children and families to access childcare during these extremely challenging times, keeping the child at the centre and demonstrating their passion, endless commitment and dedication to the children and families in their care. You should all be very proud.

***Julie McNamara***

***CEO***

## About Kildare County Childcare Committee

### Our Mission



Our mission is to promote quality and accessible childcare provision for all children from birth to 14 years in Co. Kildare, in partnership with all stakeholders.

### Our Values



Kildare County Childcare Committee (KCCC) have agreed the following Organisational Values

As a member of KCCC, directors should promise to abide by the fundamental values that underpin all the activities of this organisation. These are:

- ♦ **Accountability** – everything KCCC does will be able to stand the test of scrutiny by the public, the media, the Office of the Minister for Children, Equality, Disability, Integration and Youth, Pobal, Government and the courts.
- ♦ **Integrity and Honesty** – these will be the hallmarks of all conduct when dealing with colleagues within KCCC and equally when dealing with individuals and institutions outside it.
- ♦ **Transparency** – KCCC strives to maintain an atmosphere of openness throughout the organisation to promote the confidence of the public, the Office of the Minister for Children, Equality, Disability, Integration and Youth, Staff, Pobal and Government.

## Our Structure

We are operated as a not-for-profit organisation, governed by a Board of Directors.

## Our Board of Directors

Our Board is made up of stakeholders with appropriate skills sets in governance such as HR, Finance, Organisational Development with representation from the community and voluntary sectors, parents and childcare providers, who sit in a voluntary capacity.

See [Board report 2020](#) and [Appendix 1 – KCCC Organisational Chart 2020](#)

## Our Funding



An Roinn Leanaí, Comhionannais,  
Míchumais, Lánpháirtíochta agus Óige  
Department of Children, Equality,  
Disability, Integration and Youth



We are funded directly by Pobal, a government agency ([www.pobal.ie](http://www.pobal.ie)), with close operational links with the Department of Children, Equality, Disability, Integration and Youth (DCEDIY). In October 2020 the Department officially rebranded, changing its name from the previous Department of Children and Youth Affairs (DCYA).

(<http://www.gov.ie/en/organisation/department-of-children-equality-disability-integration-and-youth>)

## Our Staff

We employ 7 full-time and 1 part-time staff members. Full information about our staff is available at: <https://www.kccc.ie/Our-Members>

2 staff members resigned in 2020

See Appendix 2 – KCCC Salary Scales

## **Our Governance**

Kildare County Childcare Committee has adopted the Charities Governance Code.

See <https://www.charitiesregulator.ie/en>

We seek to offer transparency on all aspects of our organisation. Full information on all of the following areas is available on our website (click to follow links):

**Our Board & Staff:** <https://www.kccc.ie/Our-Members>

**Our Financial Records and Annual Reports:** <https://www.kccc.ie/Governance>

**Our Complaints Procedure:** <https://www.kccc.ie/Governance/Complaints>

**Our Privacy Policy:** <https://www.kccc.ie/Privacy-Policy>

## **Our Programme of Work**

This is set out each year by our Funders Pobal who assign a Statement of Work action plan. Our performance is measured based on these objectives and actions. As such we do not have a long-term strategic plan, our Statement of Work is closely aligned to First 5. *First 5* is a whole-of-Government strategy to improve the lives of babies, young children and their families. It is a ten-year plan to help make sure all children have positive early experiences and get a great start in life.

In 2020 KCCC supported 208 ELC, SAC, and childminders in Co. Kildare as well as many parents and childcare practitioners.

### **Our work includes:**

- ◆ Administration of Government Childcare Schemes
- ◆ Quality, Child Protection & Equality and Diversity Training for the childcare sector in the county
- ◆ Grant administration
- ◆ Networking and development locally and nationally
- ◆ Parent Supports in relation to Government Childcare Schemes and Access and Inclusion Model.



## 2020 – the year that was...

Our work for 2020 can be divided into the following categories:

- ◆ Covid-19
- ◆ Administration of Government Childcare Schemes
- ◆ Quality, Child Protection & Training
- ◆ Grants
- ◆ Childminder Supports
- ◆ Communications
- ◆ Local and National Networks
- ◆ Finance
- ◆ Board of Directors report

### **Covid-19**



Covid-19 came to the fore for KCCC on 12<sup>th</sup> March 2020 with a Government announcement that childcare facilities were to close and, where possible, staff were to work from home. As it was stated we had “not witnessed a pandemic of this nature in living memory.”

KCCC staff adapted well to remote working utilising some of many online meeting platforms available, such as Zoom and Google Meet. These platforms facilitated the continuation of our

regular staff meetings. Our internet telephone system enabled a seamless transition for services and parents to continue to contact us in the usual manner.

By the end of March, it was announced that childcare services were to remain closed for a further 10 weeks and emergency sustainability measures were announced for the sector. A revenue operated Temporary Wage Subsidy Scheme (TWSS) and Department operated Temporary Wage Subsidy Childcare Scheme (TWSCS) were implemented. The two schemes running jointly to support services meet their wage and operating costs to ensure the reopening of vital childcare service after the 12-week closure.

In quarter 2 of 2020, KCCC supported 162 services to apply for the emergency covid funding.

## **Administration of Government Childcare Schemes**

### **National Programmes**

Kildare County Childcare Committee, on behalf of the Department of Children, Equality, Disability, Integration and Youth (DCEDIY), administer the following National Programmes:

### **National Childcare Scheme**



The National Childcare Scheme was introduced to the Childcare sector in 2019. Applications were available to parents in November 2019.

## **NCS / CCSP**

KCCC continues to administer the National Childcare Funding programmes on behalf of the Department of Children, Equality, Disability, Integration and Youth (DCEDIY). With the announcement of the closures of services in March 2020 these programmes were suspended and Service Providers were not permitted to submit any new registrations from that date. During the initial closure period between 13<sup>th</sup> and 29<sup>th</sup> March, an arrangement was made for payments under the (DCEDIY) ELC and SAC funding programmes to continue. The Minister wrote to all ELC and SAC providers on 20 March 2020, indicating that consideration was being given to funding options for the period beyond 29 March 2020.

Following this, the Government advised of a range of measures to support workers, employers and businesses with a new Temporary COVID-19 Wage Subsidy Scheme (Revenue operated TWSS) and DCYA announced how this new scheme would interact with repurposed DCYA funding to support the ELC and SAC sector. KCCC staff worked with services to ensure they could avail and participate in these new measures during this time.

In May 2020 services were updated of their reopening in June and commenced the programme readiness tasks. The first step in Programme Readiness 2020/21 was the launch of the on-boarding process on the Early Years Hive for NCS and ECCE, and on PIP for CCSP Savers and TEC Savers. KCCC staff received a large volume of calls to support services with the process. KCCC staff offered advice on the Funding Package available to support ELC & SAC services to reopen from 29<sup>th</sup> June and the opening of ECCE from the 24<sup>th</sup> August. This was a very busy time for the services and KCCC received a large volume of calls from services looking for support to ensure they were ready to reopen and participate in the programmes.

From September, when the services all reopened, KCCC continued to work with services to register children on the funding programmes. Further support was given on the applications for the Covid 19 Capital and RSP Grants, the COVID-19 Sustainability Support Funding, and Higher Capitation Applications.

## **NCS Sponsor Referrals**

The legislation that underpins the National Childcare Scheme details the five statutory bodies that can refer a child under S.14 for a fully funded sponsored place (see Schedule 2 of the Childcare Support Act 2018,

[www.irishstatutebook.ie/eli/2018/act/11/schedule/2/enacted/en/html#sched2](http://www.irishstatutebook.ie/eli/2018/act/11/schedule/2/enacted/en/html#sched2)).

This means that the parent(s)/carer(s) of a sponsored child will pay no fees to the childcare provider. There is no income assessment involved.

Each Sponsor has an agreement with the Department of Children, Equality, Disability, Integration and Youth as to the grounds for making a referral, the hours that may be referred and rates per hour to be paid to the Provider. To refer a child, the Referral Officer on behalf of the Sponsor, completes a Sponsor Referral form. The Referral form may be posted directly to us or given to the parent to submit as a scanned copy through the Parent Portal.

Once received by Pobal, it is converted to a Sponsor Application and processed the same day. The result is a Sponsor CHICK (Child Identifier Code Key) that is used to register the child in the usual way, depending on availability of a place at a childcare service.

KCCC supported one family in 2020 to avail of the sponsor referral process and interacted with 41 childcare services, local organisations and parents to provide support and information. KCCC have strengthened relationships with Tusla as one of the referring agencies to raise awareness of their role and to promote, to the Childcare services, the family support services offered by Tusla.

## **ECCE Programme**

This programme, funded by the DCEDIY provides free preschool for children for 2 years before they begin school, it is provided for three hours per day, five days per week over 38 weeks per year and the programme year runs from September to June. Childcare services taking part must provide an appropriate pre-school educational programme which adheres to the principles of Síolta and Aistear, the national frameworks for early years care and education. ECCE is only available through participating early year's services.

The role of Kildare County Childcare Committee is to support participating services with assistive visits and advice around the administration of the programme. We also provide parents and members of the public with information and advice on the ECCE.

Kildare had 197 services participating in the ECCE Programme with 6,500 children registered in 2020.

## Compliance



Pobal is contracted by the DCEDIY to conduct compliance visits with participating childcare service providers who operate one or more of the national childcare programmes. Compliance visits are unannounced. KCCC provides support to services in both preparing and responding to these visits. In the first quarter of 2020 KCCC received the outcomes on the visits for Pobal and supported services with minor or major noncompliance outcomes by both one-to-one phone support and outreach visits to the services. With the announcement of the lockdown in March, KCCC continued to support services to respond to the findings at their visits and complete the amendments that were requested by Pobal.

From November 2020 at the direction of the Department of Children, Equality, Disability, Integration and Youth the Pobal Compliance team commenced compliance activity. The compliance process was temporarily revised to take account of the current public health situation and guidance available. On-site compliance visits to services are postponed temporarily. Compliance desk-based checks were announced to services and that these checks will be undertaken by Pobal compliance staff to verify the accuracy of registrations on PIP and the Hive.

KCCC held 3 workshops over the last quarter of 2020 to support services identify and prepare for what was required with the amended process and to ensure to ensure their service has a

positive compliance outcome. These workshops were attended by and assisted 40 childcare services in Kildare.

## **Quality, Child Protection & Training**

### **National Aistear Síolta Initiative**



The initiative was put on hold in 2020 due to Covid 19

### **Quality Support**

KCCC continued to support childcare services in Kildare during 2020. Visits to services were suspended from February due to Covid 19 and all support was conducted virtually.

We hosted a conference focusing on School Aged Care in February at Barberstown Castle. This aimed to bring the focus on the rights of children attending School Aged Care and featured well recognised speakers in the area, Mary Moloney of UL, Deirdre Horgan of UCC, and Maire Corbett of ECI. Follow up events in line with the launch of Quality Guidelines for School Aged Care were on hold due to Covid 19 and the concentration on reopening safely and keeping services running safely in the last few months of 2020. This work will be continued into 2021

## Children First Training



Kildare CCC is committed to the full delivery of the National Always Children First Plan as it is imperative to ensure better outcomes for children. It is Kildare CCC's aim to have all Early Years services trained in safeguarding, developing a safeguarding culture and developing robust policies and procedures.

Following the introduction of Mandatory reporting in 2018 KCCC continued to offer updated training to childcare services.

Unfortunately, due to the coronavirus pandemic, all but two of our scheduled workshops for 2020 were cancelled as face-to-face training was put on hold under government restrictions. Services were continued to be advised, by way of our regular email bulletins, to refresh their knowledge through repeating the online e-learning programme.

**In 2020 KCCC delivered 2 scheduled Child Protection workshops that were attended by 40 childcare practitioners.**

## Community of Practice



In 2020 KCCC held two Community of Practice events, both of which were held virtually, Infection Control and Practice Handling a confirmed case of Covid-19. The two events were very well received by the services and provided much needed guidance and reassurance to services in challenging times.

**In 2020 KCCC hosted 2 Communities of Practice that were attended by 50 childcare practitioners.**

## AIM



The Access and Inclusion Model (AIM) is a model of supports designed to ensure that children with disabilities can access the ECCE Programme. Its goal is to empower pre-school providers to deliver an inclusive pre-school experience, ensuring that every eligible child can meaningfully participate in the ECCE Programme and reap the benefits of quality early years care and education. AIM is a child-centred model, involving seven levels of progressive support, moving from the universal to the targeted, based on the needs of the child and the pre-school service. KCCC have responsibility under their AIM budget to deliver actions under the Universal supports aspect of the model to include the following:

- ♦ the provision of information on AIM, including leaflet distribution, mailshot and the provision of information sessions to providers/parent's associations and other local networks where requested,
- ♦ the Provision of phone support for parents and providers and support with applying for supports through the PIP system,
- ♦ co-ordination and delivery of the Diversity, Equality and Inclusion Training,
- ♦ the provision of support to Pobal, as required, in relation to levels 5 and 7, and
- ♦ to engage with the level 3 training, as required, including the co-ordination of training and the delivery of some training.

In 2020 KCCC commenced the delivery of one Equality and Diversity training programme. Unfortunately, due to Covid 19, the face-to-face training programme was postponed. KCCC also provide AIM support to services and parents. On occasion, KCCC provided mediation between providers, parents and Better Start.

## Grants



In 2020 KCCC facilitated applications for the following:

- **Childminding Development Grant**, which was awarded to 4 childminders.
- **The Parent & Toddler Grant** was awarded to 5 parent and toddler groups.
- **Learner Fund Bursary** – a payment of €750 to reimburse recent graduates for an amount towards their 3<sup>rd</sup> level fees – was awarded to 22 graduates.
- **First Aid Responder (FAR) funding scheme**  
This scheme allows one staff member from each service to apply for reimbursement of up to €225 towards of the cost of First Aid Responder training or a refresher course. In 2020 51 applications received were approved.
- **Capital Grant** A capital grant budget of €7.2m was announced to assist ELC and SAC with the creation of new childcare places. In 2020, KCCC had provided one to one support to services to assist with their grant applications. Unfortunately, the grant was suspended in March 2020 due to Covid 19. **While KCCC were unable to hold a planned information session, services were offered one to one support in the application process for the grants. Unfortunately, given the difficulties being experienced across Ireland at the time, the Department decided to suspend applications for the 2020 grant. The process had been due to close to applicants on 27 March 2020. It was subsequently replaced by the Covid 19 Capital Grant.**

## Childminder Supports

KCCC received a grant to support childminders in the county in 2020.

We ran a number of training events, including: Covid 19 awareness, Music Play, Positive Behaviour and Story telling

These events were well attended and helped to renew our links with childminders in the county, most of whom are not required to register with Tusla.

## Communications



Our Communications strategy largely involves using online and electronic media to communicate with our target groups, who are mainly Childcare Services, including managers and childcare staff. Parents and childminders are also target groups.

Our communications in 2020 were reduced due to the closure of childcare services during Covid 19. We produced more blogs for parents during this time and focused on sharing supportive information on social media where it was relevant to do so.

Communication with services regarding funding and reopening support was conducted using our usual bulletins and webinars became a new feature of our training delivery. This was useful in running workshops, which were well attended.

In May 2020 we revamped our website. We refreshed our image, with a brightened up and mobile friendly site offering a streamlined source of information for both services and parents. It also delivers a more user-friendly experience. A new Childcare Search facility was developed to allow parents find childcare providers that closely match their specific needs, allowing them to filter the providers by area and other important services offered.



### A screenshot of our website search facility

- **In 2020 we sent out 39 Childcare Bulletins to services in Kildare.**
- **We promoted a Department campaign ‘Let’s Get Ready’ in order for services to assist children transitioning to Primary School during the pandemic and distributed the transition packs to services.**
- **We produced 3 Parents Updates and 2 for Childcare Professionals directly.**

We maintained a strong social media presence on our social media channels including our [website](#), [Facebook](#), [Twitter](#) and [Instagram](#).

**We shared 250 Facebook posts in 2020 and we have almost 2500 people following our page.**

**We published 9 blogs on our website in 2020 and had 98789 hits on our website.**



## Collaborations with Local and National Networks



In 2020 KCCC collaborated with the following local and national agencies;

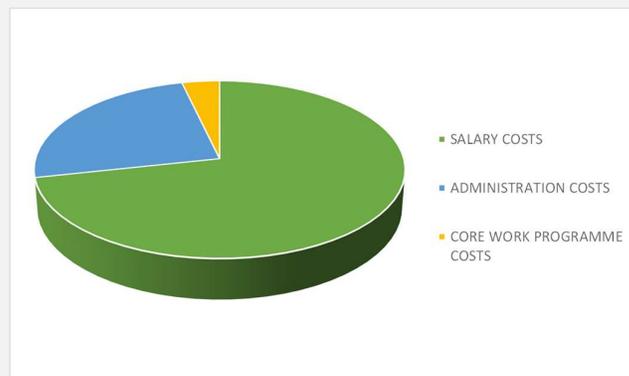
- ◆ **Childcare Committee's Ireland (CCI)**, the National representative group of the 30 County and City Childcare Committees
- ◆ **Infant Literacy**
- ◆ **Parenting Support**, providing information on parenting supports and services in Kildare and West Wicklow.
- ◆ **Social Inclusion and Community Activation Programme (SICAP)**, administered by Pobal SICAP provides funding to tackle poverty and social exclusion through local engagement and partnerships between disadvantaged individuals, community organisations and public sector agencies.
- ◆ **Children and Young People's Services Committees Kildare (CYPSC)**, county level committees that are key structures identified by Government to plan and co-ordinate services for children and young people in every county in Ireland. The overall purpose is to improve outcomes for children and young people through local and national interagency working.
- ◆ **National Traveller and Roma Inclusion Strategy, KCCC is a member of steering group.**
- ◆ **Riverbank Arts Centre**, the county arts centre based in Newbridge, Co. Kildare, funded by The Arts Council and Kildare County Council
- ◆ **Department of Employment Affairs and Social Protection (DEASP)** and Intreo centres in Kildare.
- ◆ **Early Childhood Ireland (ECI)**, the largest organisation in the early years sector representing 3,800 childcare members, who support over 100,000 children and their families through preschool, afterschool, and full day-care provision nationwide. Their work includes quality enhancement, publications, advocacy, training, business support & information for the ELC and SAC sector.

- ◆ **Infant Mental Health Network (IMH)**, a network that provides a reflective practice space to support expertise and knowledge in the area of IMH to practitioners and managers working with infants, young children and their families.
- ◆ **Tusla**, the Child and Family Agency that is the dedicated State agency responsible for improving wellbeing and outcomes for children.
- ◆ **Barnardos**; Ireland’s children's charity.
- ◆ **Kildare and Wicklow Education and Training Board (KWETB)**, who provide a comprehensive range of education services throughout Kildare and Wicklow.

## Finance



KCCC’s main funder is the Department of Children, Equality, Disability, Integration and Youth (DCEDIY): In 2020 KCCC received DCEDIY Core funding of **€428,055**. The total Salary costs for 2020 were **€274,135**, our Administration Overheads amounted to **€94,567** and Core Work Programme Costs amounted to **€14,111**. There was a core underspend for 2020 of **€45,242\***.



- ◆ The AIM budget for 2020 was **€29,950**. €11,638 was spent on Administration of AIM and **€595** was spent the delivery of EDI training. There was an underpend of **€17,717\***.
- ◆ **€16,500** was received and awarded to successful applicants under the Learner Fund bursary.
- ◆ **€22,500** was received under FAR (First Aid Response). **€10,930** was reimbursed to successful applicants.
- ◆ **€10,819** was received under the Parent and toddler grants. **€3,631** was allocated to successful applicants.
- ◆ **€2,000** was received under the National Childminding Action Plan. **€1,200** was spent.

\*It should be noted that the underspends in 2020 were directly related to the Covid -19 pandemic.

The various budgets were monitored monthly and were included in the financial report at each board meeting. The financial report for the board includes:

- ◆ actual expenditure against planned budgets is compared on a monthly budget report
- ◆ Financial Impact report
- ◆ Master List of Grants received, spent and remaining
- ◆ Bank reconciliation
- ◆ Credit Card spending report

Compliance with all legal and funder reporting requirements are adhered to and form part of the CEO report to the Board.

An appraisal committee assessed applications for small grants before being brought to the board of directors for final approval.

Financial returns (mid-year and end of year) were submitted to Pobal within the designated time frame.

KCCC's full unabridged accounts for 2020 were given in draft form to the Finance, Audit and Risk Sub-Committee before being presented to the full Board of Directors at the AGM.

The audited financial statements are submitted to the Companies Registration Office alongside the annual return.

KCCC is registered with the Revenue Commissioners and operate PAYE/PRSI in respect of all employees. Travel and Subsistence current rates are in line with Civil Service rates and included in our internal financial procedures.

Remuneration of all Staff is aligned to the Local Authority Grades 6 to 3. A defined pension scheme is provided by Zurich Life Assurance plc.

KCCC makes an employer's contribution of 10% to staff pensions.

An apportionment policy was adopted in 2019 and continues to be implemented in 2020.

A comprehensive analysis of KCCCs funding is available in the company's audited financial statements. These statements are available on our website [www.kccc.ie/Governance](http://www.kccc.ie/Governance).

In 2019 we faced a 3-yearly audit by our funders Pobal. Our financial procedures were reviewed in line with the auditor's report and we continued to implement the recommendations that were noted in the report throughout 2020.

## **Board of Directors Report**



**The KCCC Board of Directors**

L-R Anthony Egan, Eilis Quinlan, Kathryn Brennan, Albert Perris (Chairperson), Réiltín McCall, Edel Smyth (Company Secretary) and Kathleen Cash

The Board is the governing body of KCCC. It is required to satisfy that the appropriate systems, procedures and practices are in place and for the management of the performance of the CEO.

The Board is required to act on a fully informed and ethical basis, in good faith, with due diligence and care and in the best interest of KCCC, having due regard to its legal responsibilities and objectives. It is the responsibility of the CEO to ensure that the Board is provided with the necessary information to enable it to perform its functions.

### Board of Directors Attendance 2020

<b>BOARD OF DIRECTORS 2020 - ATTENDANCE RECORD</b>									
<b>NAME</b>	<b>January</b>	<b>March</b>	<b>April</b>	<b>AGM</b>	<b>June</b>	<b>Sept</b>	<b>Oct</b>	<b>Dec</b>	
Kathleen Cash	1	0		0	0	0	0	0	0
Anthony Egan	1	1	1	1	1	1	1	1	1
Eilis Quinlan	1	1	1	1	1	1	R	R	R
Terry Dignan	1	R	R	R	R	R	R	R	R
Réiltín McCall	1	0		1	1	1	1	1	1
Albert Perris	1	1	1	1	1	1	1	1	1
Kathryn Brennan	0	1	1		1	1	1	1	1
Edel Smyth	1	1	1	1	1	1	1	0	1
Patricia O'Connor	1	0	1	1	1	1	0	1	1
	<b>8</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>	<b>5</b>	<b>5</b>	<b>6</b>
1 = Attended									
0= Apology non-attendance									
Blank space = no apology rcd									
<b>Resigned(R) - Date notified</b>									

Kildare County Childcare Committee held its most recent AGM on 25<sup>th</sup> June 2020.

### KCCC Organisational Structure

Kildare County Childcare Committee CLG is a company limited by guarantee and not having a share capital. The company has charitable status for tax purposes and is registered as an employer.

<b>List of Directors and relevant experience</b>		
Albert Perris	Chairperson	Governance & Organisation
Edel Smyth	Company Secretary	PR & Quality Assurance
Réiltín McCall	Director - Vice Chairperson	HR & Governance
Eilis Quinlan	Director	Finance & Governance
Anthony Egan	Director	Community and Voluntary Forum
Terence Dignan	Director	Project Management
Kathryn Brennan	Director	Compliance
Kathleen Cash	Director	Private Childcare
Patricia O'Connor	Director	Community & Childcare

Albert Perris has held the position of Chairperson since May 2019 and Edel Smyth has also held the position of Company Secretary since this date.

The Board has established two Sub-Committees in order to provide it with assistance and advice in relation to the performance of its functions.

#### **Sub-Committees reporting to the Board**

- ◆ General Purpose established 07/07/2016
- ◆ Audit Finance & Risk established 10/05/2018

#### **Health, Safety and Wellbeing**

- ◆ Health, Safety and Wellbeing is an agenda item at meetings of the Board of Directors
- ◆ The Kildare County Childcare Committee Safety Statement is reviewed annually and updated to ensure it remains fit for purpose.
- ◆ A risk assessment is in place.

Staff training for 2020 included; Fire Warden Training, Manual Handling Training, Covid 19 Compliance Officer training, additional training for our qualified First Aid responders in relation to Covid 19, Ergonomics training to ensure safe working from home.

KCCC Staff

Julie McNamara  
CEO



Ashling Henderson  
Administration Officer



Emily Moore  
Development Officer



Jane Beatty  
Development Officer



Louise Finnegan  
Clerical Officer



Catherine Colleton  
Development Officer



Marianne Casey  
Development Officer

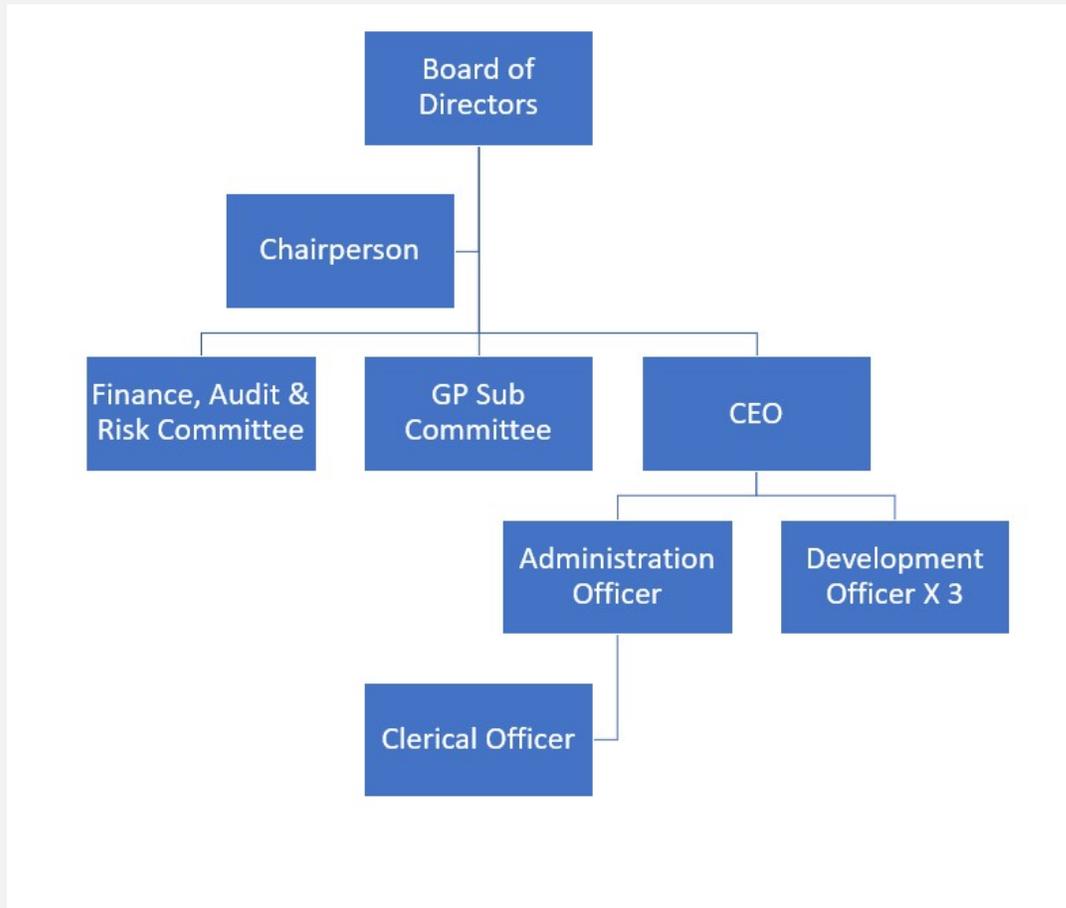
Resigned August 2020

Bernie Connell  
Development Office

Resigned July 2020

## Appendices

### Appendix 1 – KCCC Organisational Chart 2020



### Appendix 2 – KCCC Salary Scales

Childcare Committee Salary Scales are equal to local authority salary scales, which were as follows in 2020; source Forsa.ie

**Grade 6** – Senior staff officer/executive librarian/senior legal assistant/clerk of works/building inspector  
48,540 – 49,711 – 51,124 – 53,780 – 55,365 – LSI 1 57,337 – LSI 2 59,320

**Grade 5** – Staff officer/librarian/legal assistant  
43,633 – 45,020 – 46,409 – 47,798 – 49,185 – LSI 1 50,794 – LSI 2 52,401

**Grade 4** – Assistant staff officer/senior library assistant  
28,753 – 30,718 – 33,507 – 35,339 – 36,942 – 38,491 – 40,582 – 42,096 – 43,633 – LSI 1 45,046 – LSI 2 46,465

**Grade 3** – Clerical officer/library assistant/branch librarian\*  
24,602 – 26,218 – 26,618 – 27,425 – 28,604 – 29,786 – 30,968 – 31,826 – 32,799 – 33,926 – 34,726 – 35,845 – 36,969 – 39,086 – LSI 1 40,589

 [facebook.com/kildarechildcare](https://facebook.com/kildarechildcare)

 [instagram.com/kildareccc](https://instagram.com/kildareccc)

 [twitter.com/KildareCCC](https://twitter.com/KildareCCC)

 [www.kccc.ie](http://www.kccc.ie)

### **Kildare County Childcare Committee**

**Address:** Unit 21, Thompson Enterprise Centre, Clane Business Park, College Road, Clane,  
Co. Kildare **Eircode:** W91 E6NY

**Tel:** 045 861307 **Email:** [info@kccc.ie](mailto:info@kccc.ie) **Web:** [www.kccc.ie](http://www.kccc.ie)

RCN: 20054175 CRO: 35591 CHY: 15585

**Chairperson:** Albert Perris

**Directors:** Anthony Egan, Kathleen Cash, Terence Dignan, Réiltín McCall, Kathryn Brennan,  
Edel Smyth, Eilis Quinlan, Patricia O'Connor

**Company Secretary** Edel Smyth



An Roinn Leanaí, Comhionannais,  
Míchumais, Lánpháirtíochta agus Óige  
Department of Children, Equality,  
Disability, Integration and Youth